

# THE RANGELAND IMPROVEMENT LOAN PROGRAM



## APPLICATION GUIDELINES AND FORMS



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**MONTANA DEPARTMENT OF NATURAL RESOURCES & CONSERVATION**

1539 ELEVENTH AVENUE      PO BOX 201601      HELENA MT 59620-1601      PHONE 444-6668

# **MONTANA RANGELAND IMPROVEMENT PROGRAM**

## **APPLICATION GUIDELINES and FORMS**

This booklet assists individuals, partnerships, associations, and corporations in applying for loans under Montana's Rangeland Improvement Program. It describes eligible loan applicants, funding limits, eligible projects and activities, loan approval and funding procedures, and applicant responsibilities. The booklet includes application forms.

**If you have any questions write or call:**

Department of Natural Resources and Conservation  
1539 Eleventh Avenue  
PO Box 201601  
Helena, MT 59620-1601  
(406) 444-6686

**Applications may be submitted to the department at any time.**

The Rangeland Improvement Loan Program was established by the Montana Legislature in 1979 (**MCA 76-14-111**) and is administered by the Montana Department of Natural Resources and Conservation (DNRC). It promotes rangeland improvement and development.

### **ELIGIBLE APPLICANTS**

Any person may apply for a loan for rangeland improvements on land that will be constructed, developed, and operated in Montana. If the person is a resident of Montana, is engaged in farming or ranching, and possesses the necessary expertise to make the loan practical.

### **ELIGIBLE PROJECTS**

All projects must be approved by the conservation district where the application will be reviewed along with the conservation plan. The conservation plan may be prepared in consultation with the United States Natural Resources & Conservation Service.

Examples of eligible projects include stock water development, cross fencing, establishment of grazing systems, reseeding, mechanical renovation, and weed control.

### **LOAN LIMITS**

Loans may not exceed \$75,000 and the interest rate currently is 1.5%. Repayment periods may not exceed 10 years. Repayments on the loan are in annual installments.

### **APPLICATION**

Loan applications are accepted by DNRC at any time. The application has three (3) parts, the conservation application, environmental, and financial. The applicants local Conservation District will review the application with the conservation plan. The application is then sent to Conservation and Resources Development Division (CARDD) to have staff review the application, and if need be CARDD will do a MEPA review. Applications may be submitted hard copy or electronically. Applicants will be notified if application forms and required documentation are not complete and will be given a specific time to complete the requirements. Applications are then evaluated to determine if they are technically and financially feasible. During this process, you may be required to submit additional documentation. Other state and federal agencies may be consulted to complete these evaluations. A staff recommendation is then submitted to the Rangeland Resource Committee (RRC) who will review the recommendation of the staff. If the loan is approved by the RRC committee, the DNRC director will make the final decision on project funding.

## **LOAN TERMS AND CONDITIONS**

- The maximum loan will be \$75,000.
- Loans will be at 1.5% interest for 10 years or less.
- An administrative fee of one (1) percent of the total loan, due at time of loan closing, will be assessed in addition to the interest rate.
- Loans will be secured by a mortgage on Real Property (Real Estate Mortgage).
- 1st Mortgage value must be at least 125% of loan amount.
- 2nd Mortgage value must be at least 150% of loan amount.
- DNRC will determine the mortgage value.
- Real estate used as security must have access from a public road.
- All costs incident to the loan are to be paid by the borrower. These shall include but are not limited to the following: Title Insurance, Administrative fee, and filing fees.

## **LOAN APPROVAL PROCESS**

- 1) Applicant must submit completed Part 1 of the loan application to local conservation district 2 weeks prior to the conservation districts monthly board meeting. The application must be on the Board agenda.
- 2) Conservation District Board of Supervisors shall review Part 1-Conservation & Project Plan and approve or reject them based on project feasibility at the next schedule meeting after application submission. The CD must notify the applicant within 5 business days of the board's decision. The approved application, with any necessary supporting documents, must be forwarded to the DNRC within 5 business days.
- 3) Applicants will be notified of the Conservation Districts decision, within 5 days of decision. If the application was approved, the applicant then sends the following financial information to DNRC; Part 3-Financials, which includes current financial statement and 2 years cash flow information.
- 4) Upon receiving the approved full application DNRC will present it to the Rangeland Resources Committee for their review and recommendations. After the RRC loan decision, the application will then be sent to the Director for final approval.
- 5) After Director approval DNRC will:
  - a. Order Title Insurance on the real estate to be taken as security.
  - b. Prepare all loan documents for signing.
  - c. Assure proper filing of all security documents.
  - d. After all necessary loan documents are properly signed and filed (loan closing) loan funds will be advanced.

**Applicants will not be denied because of race, color, religious creed, political ideas, sex, age, marital status, physical or mental handicap, national origin, or ancestry.**

## RANGELAND LOAN APPLICATION CHECKLIST

### Part 1- Documentation

Submit to local **Conservation District (pages 6-8)**, the Conservation District will forward on to DNRC once they approve.

- ✓ Pages 6-8 of Application
- ✓ Conservation Plan of improvements and map (local NRCS can help)
- ✓ Project Narrative
  - Describe your project, be sure to include:
    - who will be doing the work
    - schedule of work
    - where the improvement will occur and
    - methods
    - including timeline
- ✓ Maps of project area including where the improvements will occur and types of improvement

### Part 2 - Environmental Checklist (pages 9-13)

Please fill out and email to [sbarta@mt.gov](mailto:sbarta@mt.gov) or mail to:

**Stacey Barta**  
**State Rangeland Coordinator**  
**220 W. Lamme Suite 1A**  
**Bozeman, MT 59715**

### Part 3 - Confidential Financial Documentation (pages 14-23)

Application and supporting documents should be mailed to:

**Department of Natural Resources and Conservation**  
**Financial Development Bureau**  
**1539 Eleventh Avenue**  
**P.O. Box 201601**  
**Helena, MT 59620-1601**

- ✓ Construction budget (with accompanying cost estimates)
- ✓ Statement of financial condition
- ✓ Profit or loss statement
- ✓ Documentation for income sources
- ✓ Three-year projected operating budget for the project
- ✓ Description of loan collateral
- ✓ Abstract of title or other evidence of ownership
- ✓ Other funding commitments or status documentation

**Part 1 – Documentation**  
[send pages 6-8 to Conservation District]

**RANGELAND LOAN APPLICATION SUMMARY**

**I. APPLICANT INFORMATION**

Applicant Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone Numbers:

Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Home: \_\_\_\_\_

Email Address \_\_\_\_\_

Contact Person (If different from applicant)

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone Numbers:

Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Home: \_\_\_\_\_

Email Address \_\_\_\_\_

**II. PROJECT INFORMATION**

Brief Project Description \_\_\_\_\_

How long will it take to complete your project or activity? \_\_\_\_\_  
\_\_\_\_\_

When do you plan to begin your project or activity? Month/Year: \_\_\_\_\_ / \_\_\_\_\_

**Please Note:**

Corporation applicants must submit corporation information as follows: Articles of Incorporation, Corporation By-laws, and complete page 6 of this application.

Partnership applicants must submit a Partnership Agreement.

**III. Project Budget - Loan requests cannot exceed \$75,000**

Funding Request: DNRC Loan (from page 17)	\$ _____
Applicant Funds	\$ _____
Other Funding Sources	\$ _____
<b>Total Project Cost:</b>	<b>\$ _____</b>

**IV. Authorizing Statement**

I (We) hereby declare that the information and all attachments to this application are true, complete and accurate to the best of my (our) knowledge, and that the project or activity complies with all applicable state, local and federal laws and regulations.

I (We) further declare that I am (we are) legally authorized to enter a binding contract with the Department of Natural Resources and Conservation to obtain loan funds if this application receives approval.

**INDIVIDUAL**

_____	_____
Signature of applicant	Date

_____	_____
Signature of co-applicant	Date

**PARTNERSHIP**

Name: \_\_\_\_\_, A Montana partnership

By: \_\_\_\_\_, a partner

\_\_\_\_\_, a partner

Date: \_\_\_\_\_ Taxpayer Identification No. \_\_\_\_\_

**CORPORATION**

Name: \_\_\_\_\_, A Montana corporation

By: \_\_\_\_\_, President

\_\_\_\_\_, Secretary

Date: \_\_\_\_\_ Taxpayer Identification No. \_\_\_\_\_

## Conservation District Approval

Approved (Y/N)	
Conservation District	
Chairman	
Date	

**If the application was denied, please explain reasons for denial:**



## Part 2 - Environmental Evaluation

All applicants must consider the potential environmental impacts of their projects. Preparation of this document can alert applicants to consideration of location, design, or construction actions that will help to avoid potential adverse environmental impacts or expensive mitigation or construction costs. A project will not be eligible for funding if it would result in significant adverse impact after mitigation.

Please complete the environmental checklist below.

If an Environmental Assessment has been completed for the proposed project, you may include it instead of completing the checklist.

**Environmental Checklist** - Complete the environmental checklist for the preferred alternative found on the following pages.

For each resource:

1. Begin by identifying the impact code, as one or more of the following:

No Impact No impact to the resource is anticipated or this is not applicable to this project

Beneficial Potentially beneficial impact to the resource

Adverse Potentially adverse impact to the resource

A resource may have more than one impact. Please identify all possible impacts to the resource and use the space provided to explain.

For example, the preferred alternative may have a short-term direct negative impact and a long-term direct and indirect positive impact on the resource. The applicant should check all boxes that apply and use the space provided to explain.

2. Identify the type(s) of impact to the resource. Impacts may be direct, indirect, or cumulative.

Direct impacts are those that occur at the same time and place as the proposed project.

Indirect or secondary impacts are those that occur at a different location or later time than the proposed project.

Cumulative impacts are the collective impacts on the environment when considered in conjunction with other past, present, and future actions related to the proposed project. Cumulative impact analysis includes a review of all state and nonstate activities that have occurred, are occurring, or may occur that have impacted or may impact the same resource as the proposed project.

3. Environmental Narrative: In the space provided in the checklist, summarize the following information:

- Describe the environmental resources of the affected area.

Identify any reasonable cumulative impacts because of current private, state, or federal actions in the analysis area, and from future proposed state actions in the analysis area that are under MEPA review or permitted review by any state agency.

- Describe the impact or indicate why there is no impact from the project.

If a potentially adverse impact is identified for the preferred alternative, the applicant must provide the following:

- An analysis of the severity, duration, extent, and frequency of the impact. Please specify and describe the following for each:
  - Severity: negligible, minor, or major
  - Duration: short-term or long-term
  - Extent: local, regional, or statewide
  - Frequency: non-recurring or recurring
- An explanation of short-and/or long-term measures to mitigate the impact and a discussion of the effects of those mitigative measures on the proposed project.
- Identify any permits that may be needed.

Email **pages 10-13** to [sbarta@mt.gov](mailto:sbarta@mt.gov) or mail to: Stacey Barta, State Rangeland Coordinator  
220 W. Lamme Suite 1A, Bozeman, MT 59715

Please include all lands that are part of the project:

Township	Range	Section(s)

# Environmental Checklist

Date \_\_\_\_\_

If an Environmental Assessment has been completed for the proposed project, you may include it.  
If not, you must complete the checklist. **If you have questions, please contact Stacey Barta 406-594-8481.**

Environmental Checklist Prepared by:

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

PHYSICAL ENVIRONMENT		
Impact Code	Impact Type	Explanation of Impact to Resource
<b>1. Soil Suitability, Topographic and/or Geologic Constraints (example: soil lump, steep slopes, subsidence, seismic activity)</b>		
<input type="checkbox"/> No Impact <input type="checkbox"/> Beneficial <input type="checkbox"/> Adverse	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect <input type="checkbox"/> Cumulative	<i>Environmental Narrative:</i>
<b>2. Hazardous Facilities (example: power lines, hazardous waste sites, acceptable distance from explosive and flammable hazards including chemical/petrochemical storage tanks, underground fuel storage tanks, and related facilities such as natural gas storage facilities and propane storage tanks)</b>		
<input type="checkbox"/> No Impact <input type="checkbox"/> Beneficial <input type="checkbox"/> Adverse	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect <input type="checkbox"/> Cumulative	<i>Environmental Narrative:</i>
<b>3. Surrounding Air Quality (example: dust, odors, emissions)</b>		
<input type="checkbox"/> No Impact <input type="checkbox"/> Beneficial <input type="checkbox"/> Adverse	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect <input type="checkbox"/> Cumulative	<i>Environmental Narrative:</i>
<b>4. Groundwater Resources and Aquifers (example: quantity, quality, distribution, depth to groundwater, sole source aquifers)</b>		
<input type="checkbox"/> No Impact <input type="checkbox"/> Beneficial <input type="checkbox"/> Adverse	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect <input type="checkbox"/> Cumulative	<i>Environmental Narrative:</i>
<b>5. Surface Water/Water Quality, Quantity and Distribution (example: streams, lakes, storm runoff, irrigation systems, canals)</b>		
<input type="checkbox"/> No Impact <input type="checkbox"/> Beneficial <input type="checkbox"/> Adverse	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect <input type="checkbox"/> Cumulative	<i>Environmental Narrative:</i>
<b>6. Floodplains and Floodplain Management (Identify any floodplains within one mile of the boundary of the project.)</b>		
<input type="checkbox"/> No Impact <input type="checkbox"/> Beneficial <input type="checkbox"/> Adverse	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect <input type="checkbox"/> Cumulative	<i>Environmental Narrative:</i>
<b>7. Wetlands (Identify any wetlands within one mile of the boundary of the project and state potential impacts.)</b>		
<input type="checkbox"/> No Impact <input type="checkbox"/> Beneficial <input type="checkbox"/> Adverse	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect <input type="checkbox"/> Cumulative	<i>Environmental Narrative:</i>
<b>8. Agricultural Lands, Production, and Farmland Protection (example: grazing, forestry, cropland, prime or unique agricultural lands) Identify any prime or important farm ground or forest lands within one mile of the boundary of the project.</b>		
<input type="checkbox"/> No Impact <input type="checkbox"/> Beneficial <input type="checkbox"/> Adverse	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect <input type="checkbox"/> Cumulative	<i>Environmental Narrative:</i>
<b>9. Vegetation and Wildlife Species and Habitats, Including Fish (example: terrestrial, avian, and aquatic life and habitats)</b>		
<input type="checkbox"/> No Impact <input type="checkbox"/> Beneficial <input type="checkbox"/> Adverse	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect <input type="checkbox"/> Cumulative	<i>Environmental Narrative:</i>
<b>10. Unique, Endangered, Fragile, or Limited Environmental Resources, Including Endangered Species (example: plants, fish, or wildlife)</b>		
<input type="checkbox"/> No Impact <input type="checkbox"/> Beneficial <input type="checkbox"/> Adverse	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect <input type="checkbox"/> Cumulative	<i>Environmental Narrative:</i>
<b>11. Unique Natural Features (example: geologic features)</b>		
<input type="checkbox"/> No Impact <input type="checkbox"/> Beneficial <input type="checkbox"/> Adverse	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect <input type="checkbox"/> Cumulative	<i>Environmental Narrative:</i>

<b>12. Access to, and Quality of, Recreational and Wilderness Activities, Public Lands and Waterways, and Public Open Space</b>		
<input type="checkbox"/> No Impact	<input type="checkbox"/> Direct	<i>Environmental Narrative:</i>
<input type="checkbox"/> Beneficial	<input type="checkbox"/> Indirect	
<input type="checkbox"/> Adverse	<input type="checkbox"/> Cumulative	
<b>HUMAN ENVIRONMENT</b>		
<b>Impact Code</b>	<b>Impact Type</b>	<b>Resource</b>
<b>1. Visual Quality – Coherence, Diversity, Compatibility of Use and Scale, Aesthetics</b>		
<input type="checkbox"/> No Impact	<input type="checkbox"/> Direct	<i>Environmental Narrative:</i>
<input type="checkbox"/> Beneficial	<input type="checkbox"/> Indirect	
<input type="checkbox"/> Adverse	<input type="checkbox"/> Cumulative	
<b>2. Nuisances (example: glare, fumes)</b>		
<input type="checkbox"/> No Impact	<input type="checkbox"/> Direct	<i>Environmental Narrative:</i>
<input type="checkbox"/> Beneficial	<input type="checkbox"/> Indirect	
<input type="checkbox"/> Adverse	<input type="checkbox"/> Cumulative	
<b>3. Noise – Suitable Separation Between Housing and Other Noise Sensitive Activities and Major Noise Sources (aircraft, highways, and railroads.)</b>		
<input type="checkbox"/> No Impact	<input type="checkbox"/> Direct	<i>Environmental Narrative:</i>
<input type="checkbox"/> Beneficial	<input type="checkbox"/> Indirect	
<input type="checkbox"/> Adverse	<input type="checkbox"/> Cumulative	
<b>4. Historic Properties, Cultural, and Archaeological Resources</b>		
<input type="checkbox"/> No Impact	<input type="checkbox"/> Direct	<i>Environmental Narrative:</i>
<input type="checkbox"/> Beneficial	<input type="checkbox"/> Indirect	
<input type="checkbox"/> Adverse	<input type="checkbox"/> Cumulative	
<b>5. Changes in Demographic (Population) Characteristics (example: quantity, distribution, density)</b>		
<input type="checkbox"/> No Impact	<input type="checkbox"/> Direct	<i>Environmental Narrative:</i>
<input type="checkbox"/> Beneficial	<input type="checkbox"/> Indirect	
<input type="checkbox"/> Adverse	<input type="checkbox"/> Cumulative	
<b>6. General Housing Conditions - Quality, Quantity, Affordability</b>		
<input type="checkbox"/> No Impact	<input type="checkbox"/> Direct	<i>Environmental Narrative:</i>
<input type="checkbox"/> Beneficial	<input type="checkbox"/> Indirect	
<input type="checkbox"/> Adverse	<input type="checkbox"/> Cumulative	
<b>7. Businesses or Residents (for example, loss of, displacement, or relocation)</b>		
<input type="checkbox"/> No Impact	<input type="checkbox"/> Direct	<i>Environmental Narrative:</i>
<input type="checkbox"/> Beneficial	<input type="checkbox"/> Indirect	
<input type="checkbox"/> Adverse	<input type="checkbox"/> Cumulative	
<b>8. Public Health and Safety</b>		
<input type="checkbox"/> No Impact	<input type="checkbox"/> Direct	<i>Environmental Narrative:</i>
<input type="checkbox"/> Beneficial	<input type="checkbox"/> Indirect	
<input type="checkbox"/> Adverse	<input type="checkbox"/> Cumulative	
<b>9. Local Employment - Quantity or Distribution of Employment, Economic Impact</b>		
<input type="checkbox"/> No Impact	<input type="checkbox"/> Direct	<i>Environmental Narrative:</i>
<input type="checkbox"/> Beneficial	<input type="checkbox"/> Indirect	
<input type="checkbox"/> Adverse	<input type="checkbox"/> Cumulative	
<b>10. Income Patterns - Economic Impact</b>		
<input type="checkbox"/> No Impact	<input type="checkbox"/> Direct	<i>Environmental Narrative:</i>
<input type="checkbox"/> Beneficial	<input type="checkbox"/> Indirect	
<input type="checkbox"/> Adverse	<input type="checkbox"/> Cumulative	
<b>11. Local and State Tax Base and Revenues</b>		
<input type="checkbox"/> No Impact	<input type="checkbox"/> Direct	<i>Environmental Narrative:</i>
<input type="checkbox"/> Beneficial	<input type="checkbox"/> Indirect	
<input type="checkbox"/> Adverse	<input type="checkbox"/> Cumulative	
<b>12. Community and Government Services and Facilities (for example: educational facilities; health and medical services and facilities; police; emergency medical services; and parks, playgrounds, and open space)</b>		
<input type="checkbox"/> No Impact	<input type="checkbox"/> Direct	<i>Environmental Narrative:</i>
<input type="checkbox"/> Beneficial	<input type="checkbox"/> Indirect	
<input type="checkbox"/> Adverse	<input type="checkbox"/> Cumulative	
<b>13. Commercial and Industrial Facilities - Production and Activity, Growth or Decline</b>		
<input type="checkbox"/> No Impact	<input type="checkbox"/> Direct	<i>Environmental Narrative:</i>
<input type="checkbox"/> Beneficial	<input type="checkbox"/> Indirect	
<input type="checkbox"/> Adverse	<input type="checkbox"/> Cumulative	
<b>14. Social Structures and Mores (Standards of social conduct/social conventions)</b>		
<input type="checkbox"/> No Impact	<input type="checkbox"/> Direct	<i>Environmental Narrative:</i>
<input type="checkbox"/> Beneficial	<input type="checkbox"/> Indirect	
<input type="checkbox"/> Adverse	<input type="checkbox"/> Cumulative	

<b>15. Land Use Compatibility</b> (example: growth, land use change, development activity, adjacent land uses and potential conflicts)		
<input type="checkbox"/> No Impact	<input type="checkbox"/> Direct	<i>Environmental Narrative:</i>
<input type="checkbox"/> Beneficial	<input type="checkbox"/> Indirect	
<input type="checkbox"/> Adverse	<input type="checkbox"/> Cumulative	
<b>16. Energy Resources - Consumption and Conservation</b>		
<input type="checkbox"/> No Impact	<input type="checkbox"/> Direct	<i>Environmental Narrative:</i>
<input type="checkbox"/> Beneficial	<input type="checkbox"/> Indirect	
<input type="checkbox"/> Adverse	<input type="checkbox"/> Cumulative	
<b>17. Solid Waste Management</b>		
<input type="checkbox"/> No Impact	<input type="checkbox"/> Direct	<i>Environmental Narrative:</i>
<input type="checkbox"/> Beneficial	<input type="checkbox"/> Indirect	
<input type="checkbox"/> Adverse	<input type="checkbox"/> Cumulative	
<b>18. Wastewater Treatment - Sewage System</b>		
<input type="checkbox"/> No Impact	<input type="checkbox"/> Direct	<i>Environmental Narrative:</i>
<input type="checkbox"/> Beneficial	<input type="checkbox"/> Indirect	
<input type="checkbox"/> Adverse	<input type="checkbox"/> Cumulative	
<b>19. Storm Water – Surface Drainage</b>		
<input type="checkbox"/> No Impact	<input type="checkbox"/> Direct	<i>Environmental Narrative:</i>
<input type="checkbox"/> Beneficial	<input type="checkbox"/> Indirect	
<input type="checkbox"/> Adverse	<input type="checkbox"/> Cumulative	
<b>20. Community Water Supply</b>		
<input type="checkbox"/> No Impact	<input type="checkbox"/> Direct	<i>Environmental Narrative:</i>
<input type="checkbox"/> Beneficial	<input type="checkbox"/> Indirect	
<input type="checkbox"/> Adverse	<input type="checkbox"/> Cumulative	
<b>21. Fire Protection – Hazards</b>		
<input type="checkbox"/> No Impact	<input type="checkbox"/> Direct	<i>Environmental Narrative:</i>
<input type="checkbox"/> Beneficial	<input type="checkbox"/> Indirect	
<input type="checkbox"/> Adverse	<input type="checkbox"/> Cumulative	
<b>27. Cultural Facilities, Cultural Uniqueness and Diversity</b>		
<input type="checkbox"/> No Impact	<input type="checkbox"/> Direct	<i>Environmental Narrative:</i>
<input type="checkbox"/> Beneficial	<input type="checkbox"/> Indirect	
<input type="checkbox"/> Adverse	<input type="checkbox"/> Cumulative	
<b>22. Transportation Networks and Traffic Flow Conflicts</b> (example: rail; auto including local traffic; airport runway clear zones - avoidance of incompatible land use in airport runway clear zones)		
<input type="checkbox"/> No Impact	<input type="checkbox"/> Direct	<i>Environmental Narrative:</i>
<input type="checkbox"/> Beneficial	<input type="checkbox"/> Indirect	
<input type="checkbox"/> Adverse	<input type="checkbox"/> Cumulative	
<b>23. Consistency with Local Ordinances, Resolutions, or Plans</b> (example: conformance with local comprehensive plans, zoning, or capital improvement plans)		
<input type="checkbox"/> No Impact	<input type="checkbox"/> Direct	<i>Environmental Narrative:</i>
<input type="checkbox"/> Beneficial	<input type="checkbox"/> Indirect	
<input type="checkbox"/> Adverse	<input type="checkbox"/> Cumulative	
<b>24. Private Property Rights</b> (Is there a regulatory action or project activity that reduces, minimizes, or eliminates the use of private property?)		
<input type="checkbox"/> No Impact	<input type="checkbox"/> Direct	<i>Environmental Narrative:</i>
<input type="checkbox"/> Beneficial	<input type="checkbox"/> Indirect	
<input type="checkbox"/> Adverse	<input type="checkbox"/> Cumulative	

List all sources of information used to complete the environmental checklist.

Sources may include studies, plans, documents, or the individuals, organizations, or agencies contacted for assistance. For individuals, groups, or agencies please include a contact person and phone number. List any scoping documents or meetings, and/or public meetings during project development.

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## **Part 3 – Financial Narrative and Budget Form Instruction Sheet**

### **COMPLETE THE FOLLOWING FINANCIAL NARRATIVE AND BUDGET FORMS**

A. Use the budget forms provided. Budgets should estimate costs as completely and accurately as possible. The forms include major expense categories. Amend the budget forms as needed to fit your project.

B. Complete the Financial Statement. It provides the basic statistics about your assets and debts (a copy of a current Financial Statement that has been prepared for another financial Institution may be substituted if it includes all requested information).

### **Confidential Financial Documentation (pages 15-23)**

Mail completed pages to:

**Department of Natural Resources and Conservation  
Financial Development Bureau  
1539 Eleventh Avenue  
P.O. Box 201601  
Helena, MT 59620-1601**

If questions call: **(406) 444-6686**

**CORPORATE INFORMATION**

Corporation Name \_\_\_\_\_

Is corporation in good standing in the state and have corporation fees and taxes been paid? (Yes/No) \_\_\_\_\_

Total Shares authorized by the Corporation: \_\_\_\_\_.

Stockholders, Directors and Officers (include manager if not an officer or director):

<b>NAME</b>	<b>TITLE</b>	<b>DIRECTOR Yes/No</b>	<b>SHARES OWNED</b>	<b>GUARANTEES LOAN – Yes/No</b>
	President			
	Vice-President			
	Secretary			
	Treasurer			
<b>TOTAL SHARES OWNED</b>				

**FINANCIAL INFORMATION**

- Are there any lawsuits, judgments, obligations pending for or against you? YES\_\_\_ NO\_\_\_
- Have you ever declared bankruptcy? YES\_\_\_ NO\_\_\_
- Have required income tax returns not been filed? YES\_\_\_ NO\_\_\_
- Are any of your tax returns under dispute? YES\_\_\_ NO\_\_\_
- Any unpaid deficiencies? YES\_\_\_ NO\_\_\_
- Are you a party to a lawsuit? YES\_\_\_ NO\_\_\_
- Are you a co-signer, co-maker, or guarantor on any other obligations? YES\_\_\_ NO\_\_\_
- Does anyone else own an interest in the property listed? YES\_\_\_ NO\_\_\_
- Do you have any other contingent liabilities? YES\_\_\_ NO\_\_\_

Explain all **YES** answers \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I (We), the undersigned, have provided this financial statement as part of my (our) application for a loan from the Resource Development Bureau of the Department of Natural Resources and Conservation. I (We) certify that the statement is complete and accurate to the best of my (our) knowledge and I (we) authorize DNRC to certify any condition of debt described above.

_____ Name	_____ Social Security No.	_____ Signature	_____ Date
_____ Name	_____ Social Security No.	_____ Signature	_____ Date
_____ Name	_____ Social Security No.	_____ Signature	_____ Date



## CONSTRUCTION BUDGET

### PROJECT COSTS

A. Equipment	\$ _____
B. Materials	\$ _____
C. Other	\$ _____
<b>SUBTOTAL</b>	<b>\$ _____</b>
Administrative Fee*	\$ _____

*\*Administrative fee of subtotal 1%, on total loan amount.*

<b>TOTAL PROJECT COSTS</b>	<b>\$ _____</b>
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### PROJECT FUNDING

A. Loan Request--DNRC*	\$ _____
B. Federal Funding	\$ _____
C. Applicant Contribution	\$ _____
D. Other	\$ _____
<b>TOTAL PROJECT FUNDING</b> (Total funding must equal total cost)	<b>\$ _____</b>

**\*Loans cannot exceed \$75,000.**

Cash on Hand in Bank			Notes Payable (unsecured)	
Bonds & Securities	(Sch A)			
Accounts & Notes Receivable	(Sch B)			
Cash Value of Life Insurance	(Sch D)			
			Debts secured by Chattels (Installments due within one year)	
Federal Payment Due & Receivable			CREDITOR SECURITY DUE	
Farm Products on Hand for Sale	(Sch C)			
Cash Invested in Growing Crops	(Sch C)			
Farm Products on Hand for Use	(Sch C)			
Livestock on Hand				
#	KIND	VALUE		
			Term Loan Installments Due Within One Year	
			Taxes, Assessments & R/E Payments Due	
			KIND YEAR DUE	
			State & Federal Income Taxes Due	
			Other Current Liabilities (Itemize)	
TOTAL CURRENT ASSETS			TOTAL CURRENT LIABILITIES	
FIXED ASSETS			DEFERRED LIABILITIES	
Real Estate	(Sch E)		Real Estate Mortgages & Contracts	(Sch F)
			Other Liabilities (Itemize)	
Real Estate Sale Contract Receivable				
Machinery & Equipment	(Sch H)			
Other Assets (Itemize)				
TOTAL ASSETS			TOTAL LIABILITIES	
			NET WORTH	
			TOTAL LIABILITIES & NET WORTH	

## SUPPORTING SCHEDULES

- |  |   |
|--|---|
| 1. Name of Spouse _____<br>2. Ages of Children at home _____<br>3. Insurance on Crops \$ _____<br>4. Insurance on Buildings (Fire, Ext. Cov.) \$ _____ | 5. Insurance on Machinery, Equipment & Livestock \$ _____<br>6. Your Age_ Physical Condition _____<br>7. Do you carry health, accident, or hospital insurance? Yes__ No__<br>8. Liability Insurance Coverage \$ _____<br>9. List Contingent Liabilities (Incl. CCC Commodity Loans):_ |
|--|---|

SCHEDULE A - Bonds and Securities (in your name)				SCHEDULE B - Accounts and Notes Receivable			
No. of Shares or Par Value Bonds	Description	Cost	Market Value	Acct (A) Note (N)	Due from or Payer	Date Due	Amount Due
TOTAL				TOTAL			

SCHEDULE C - Feed and Seed Held for Farm Use - Harvested Crops Held for Sale - and Cash Invested in Growing Crops									
Kind	Market Price Per Unit	Feed and Seed Held for Farm Use		Harvested Crops Held for Sale		Cash Invested in Growing Crops			
		Bu. Tons	Value	Bu. Tons	Value	Acres Owned	Acres Rented	Nature of Investment	Amount
TOTAL				TOTAL				TOTAL	

SCHEDULE D - Life Insurance (include credit life)				Policy Loans		
Insurance Company	Beneficiary	Face Value	Cash Value	Amount Borrowed	Due	From Whom

<b>SCHEDULE E - Real Estate - Owned or Rented</b>				
Acres	OWNED - Title Held By:	Description	County	Statement Value
<b>A</b>				
<b>B</b>				
<b>C</b>				
<b>D</b>				
<b>E</b>				
<b>F</b>				

(Present Market Value of above Real Estate is Estimated at \$ \_\_\_\_\_, based on \_\_\_\_\_).

<b>SCHEDULE F - Real Estate Debts</b>				
Date Originated	Current Payment	Balance Due	Repayment Terms	Holder
<b>A</b>	\$	\$		
<b>B</b>	\$	\$		
<b>C</b>	\$	\$		
<b>D</b>	\$	\$		
<b>E</b>	\$	\$		
<b>F</b>	\$	\$		

<b>SCHEDULE G - Real Estate Rented</b>					
Owner	Description	Acres	Type of Lease (i.e., FS, BLM, State, Private)	Annual Cost	Expires
				\$	
				\$	
				\$	
				\$	

<b>SCHEDULE H - Machinery Inventory</b>			
Year	Make	Model	Current Value
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

Name: \_\_\_\_\_

Real Estate Offered as Security				
OWNED - Title Held By:	Description; Township, Range, Section	Acres	Value per Acre	Statement Value
A			\$	\$
B			\$	\$
C			\$	\$
D			\$	\$
E			\$	\$
<b>TOTAL</b>			\$	\$

Present Market Value of above Real Estate is Estimated at \$ \_\_\_\_\_, based on:  
\_\_\_\_\_.

Real Estate Mortgage or Contract on Real Estate Offered as Security				
Date Originated	Current Payment	Total Balance Due	Repayment Terms	Holder
A	\$	\$		
B	\$	\$		
C	\$	\$		
D	\$	\$		
E	\$	\$		
<b>TOTAL</b>		\$		

Attach a map on which all real property offered as security is clearly identified and located according to its legal description (real estate used as security must have access from a public road).

Do you lease any of your property that is offered as security? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, give your tenant's name, address, and conditions of the lease: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is any of the real or personal property offered as collateral on this loan affected by probate or other estate proceedings? No \_\_\_\_\_ Yes \_\_\_\_\_ (If yes, explain):

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

## PROFIT OR LOSS STATEMENT

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Show your overall financial condition for the past two (2) years and an estimate for the current year.

INCOME SOURCES	YEAR		
	20__	20__	ESTIMATE 20__
Barley	\$	\$	\$
Wheat	\$	\$	\$
Steer Calves	\$	\$	\$
Heifer Calves	\$	\$	\$
Yearlings	\$	\$	\$
Cull Cows	\$	\$	\$
Cull Bulls	\$	\$	\$
CRP	\$	\$	\$
Other:	\$	\$	\$
Other:	\$	\$	\$
Other:	\$	\$	\$
<b>TOTAL GROSS INCOME</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

OPERATING EXPENSES	YEAR		
	20__	20__	ESTIMATE 20__
Salaries and Employees Benefits	\$	\$	\$
Rent/Leases	\$	\$	\$
Repairs and Maintenance	\$	\$	\$
Feed and Seed	\$	\$	\$
Supplies	\$	\$	\$
Veterinary and Medicine	\$	\$	\$
Gas and Oil	\$	\$	\$
Taxes	\$	\$	\$
Interest Expenditures	\$	\$	\$
Trucking	\$	\$	\$
Living Expenses	\$	\$	\$
Debt Payment	\$	\$	\$
Capital Expenditures	\$	\$	\$
Other (itemize)	\$	\$	\$
Other:	\$	\$	\$
Other:	\$	\$	\$
Other:	\$	\$	\$
<b>TOTAL OPERATING EXPENSES</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
	\$	\$	\$
<b>NET PROFIT (OR LOSS)</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

### THREE-YEAR PROJECTION FOR THIS PROJECT

Name: \_\_\_\_\_

Loan repayment period and estimated interest rate used to compute interest and principal on DNRC loan: 10 years maximum or the life of project, whichever is less, at 3.0 percent per year.

PROJECTED INCOME			
INCOME SOURCES	YEAR		
	20__	20__	20__
Increased/Saved Crop Production	\$	\$	\$
Increased Livestock Production	\$	\$	\$
Other Project Income	\$	\$	\$
	\$	\$	\$
<b>TOTAL PROJECTED INCOME</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

PROJECTED EXPENSES			
OPERATING EXPENSES	YEAR		
	20__	20__	20__
Rent/Leases	\$	\$	\$
Water	\$	\$	\$
Repairs and Maintenance	\$	\$	\$
Feed and Seed	\$	\$	\$
Fertilizer/Chemicals	\$	\$	\$
Gas and Oil	\$	\$	\$
Auto/Freight/Trucking	\$	\$	\$
Insurance	\$	\$	\$
Utilities (Gas, Water, and Electricity)	\$	\$	\$
Other (itemize)	\$	\$	\$
	\$	\$	\$
<b>TOTAL PROJECTED OPERATING EXPENSES</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

OTHER PROJECTED EXPENSES			
OTHER PROJECTED EXPENSES	YEAR		
	20__	20__	20__
DNRC Payment	\$	\$	\$
DNRC Payment (other)	\$	\$	\$
Other (itemize)	\$	\$	\$
	\$	\$	\$
<b>TOTAL PROJECTED EXPENSES</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
	\$	\$	\$
<b>PROJECT NET INCOME (OR LOSS)</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_